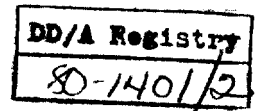
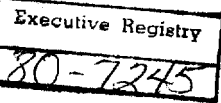




General

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Administration Washington, DC 20405



JUN 6 1980

MEMORANDUM TO: Heads of Departments and Federal Agencies

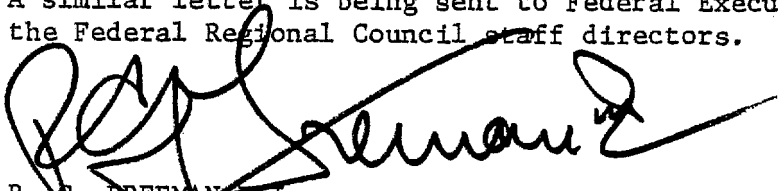
FROM: Rowland G. Freeman III, Administrator  
General Services Administration

SUBJECT: Energy Conservation

The President has called on us for a greater effort to conserve energy. For this reason, Federal employees may have to endure somewhat higher temperatures this summer in their offices.

The General Services Administration has developed a leaflet that gives tips to employees on how to "keep their cool" amid the heat. In the next few days, one leaflet for each of your employees in GSA-operated buildings will be distributed to your agency through our regional offices. Your assistance is essential and requested in this and other energy conservation efforts as we tackle this critical national problem. We have coordinated this effort with Richard Hite, Deputy Director for Intergovernmental Affairs of the Office of Management and Budget.

A similar letter is being sent to Federal Executive Board members and the Federal Regional Council staff directors.



R. G. FREEMAN III  
Administrator